

# Peer Track User Guide for PCORI Science Peer Reviewers

**KGL**

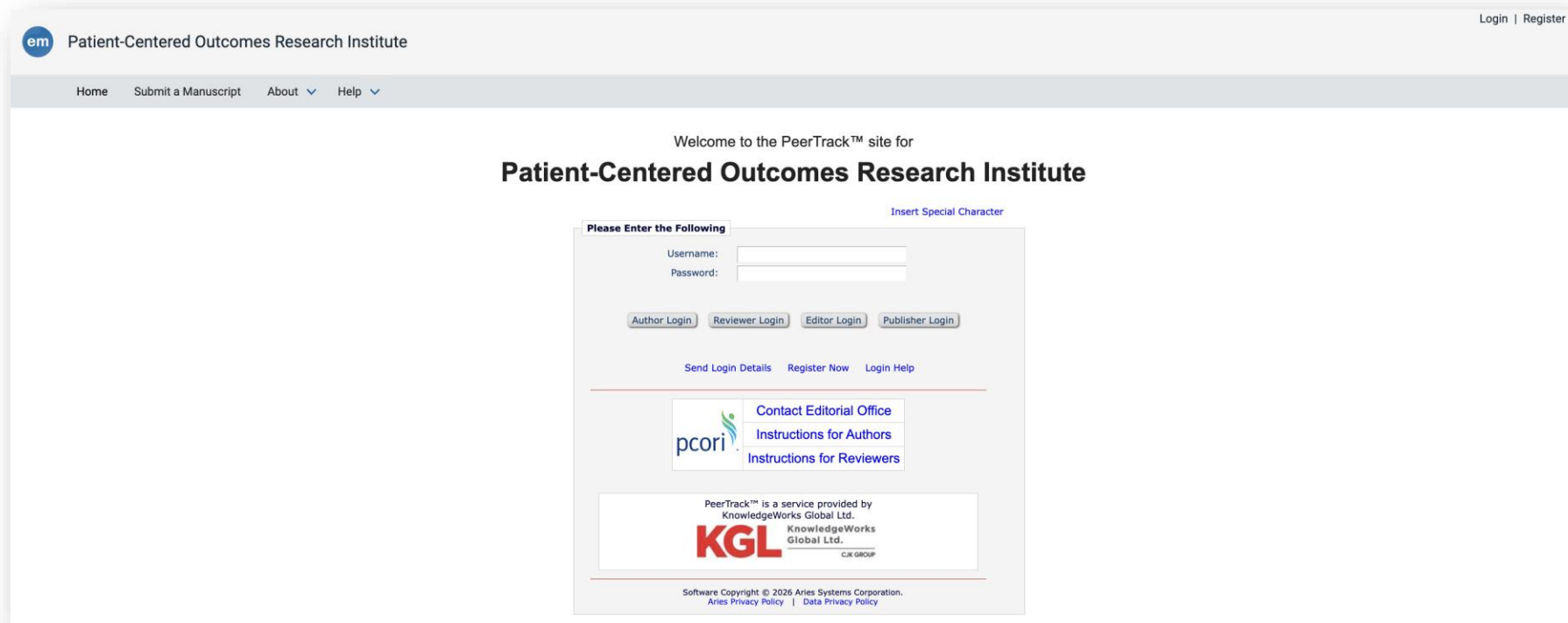
KnowledgeWorks  
Global Ltd.

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# Getting Started | New Users

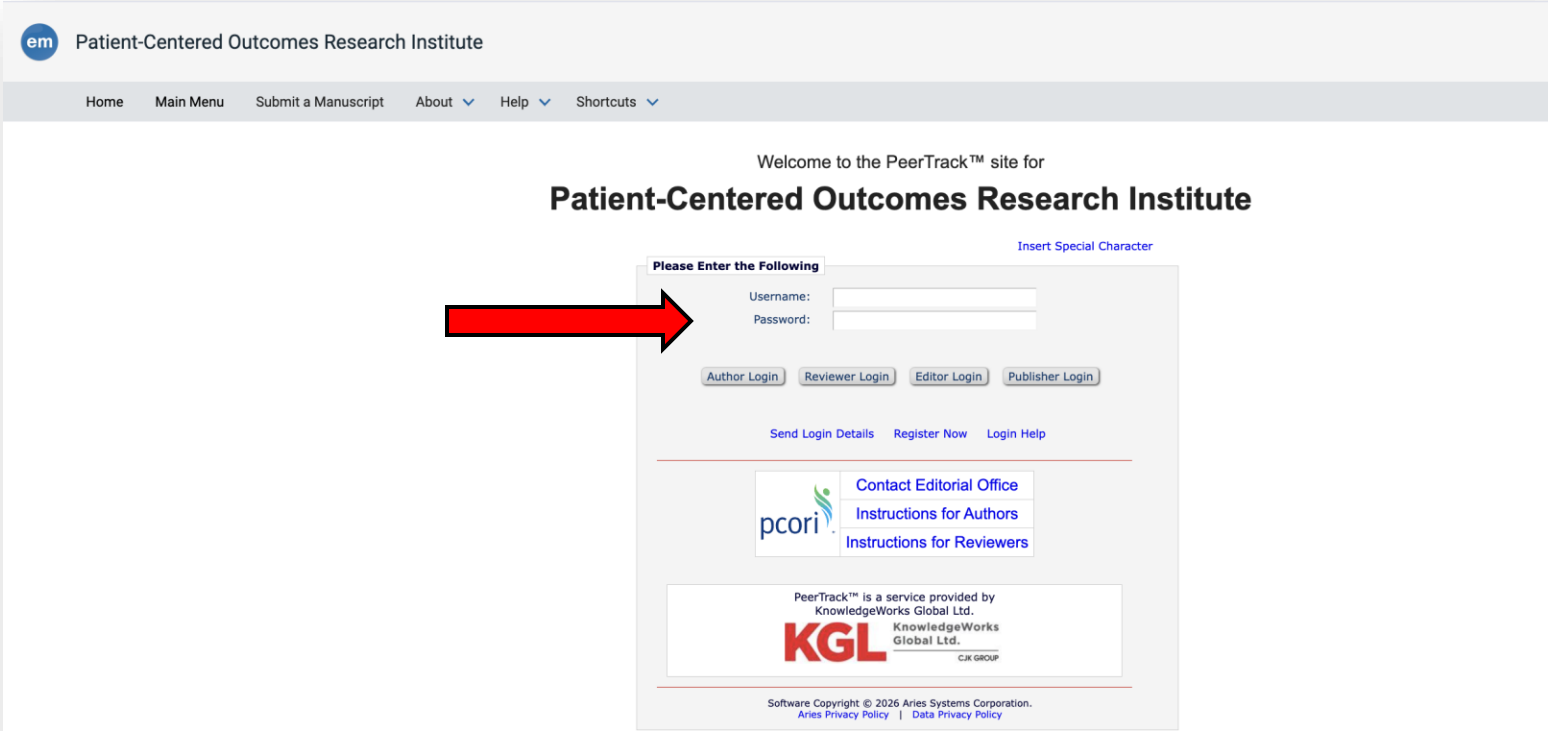
1. Please click on the word "Register" at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.
2. Note: If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login.



The screenshot displays the PeerTrack™ website interface for the Patient-Centered Outcomes Research Institute. At the top right, there are links for "Login" and "Register", with a red arrow pointing to the "Register" link. The main content area features a login form titled "Please Enter the Following" with input fields for "Username:" and "Password:". Below these fields are buttons for "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". There are also links for "Send Login Details", "Register Now", and "Login Help". The page includes the PCORI logo and links to "Contact Editorial Office", "Instructions for Authors", and "Instructions for Reviewers". At the bottom, it states "PeerTrack™ is a service provided by KnowledgeWorks Global Ltd." and features the KGL logo. The footer contains copyright information: "Software Copyright © 2026 Aries Systems Corporation. Aries Privacy Policy | Data Privacy Policy".

# Getting Started

1. Log into Peer Track with your username and password.
2. Click the "Reviewer Login" button.



em Patient-Centered Outcomes Research Institute

Home Main Menu Submit a Manuscript About Help Shortcuts

Welcome to the PeerTrack™ site for  
**Patient-Centered Outcomes Research Institute**

Please Enter the Following [Insert Special Character](#)

Username:   
Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

[Contact Editorial Office](#)  
[Instructions for Authors](#)  
[Instructions for Reviewers](#)

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KnowledgeWorks Global Ltd.  
**KGL** KnowledgeWorks  
Global Ltd.  
CKR GROUP

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[Aries Privacy Policy](#) | [Data Privacy Policy](#)

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**First-time users:** Please click on the word "Register" at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.  
**Note:** If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

**Repeat users:** Enter your username and password and click the relevant "Login" button above to proceed.  
**To change your username and/or password:** Once you are registered, you may change your contact information, username, and/or password at any time. Simply log in and click your name at the top of the page. Then click on "Update My Information".

**Authors:** Enter your username and password and click the "Author Login" button. You may then submit your manuscript and track its progress through the system.

**Reviewers:** Enter your username and password and click the "Reviewer Login" button. You may then view manuscripts assigned to you for review or submit your comments to the editor and authors.

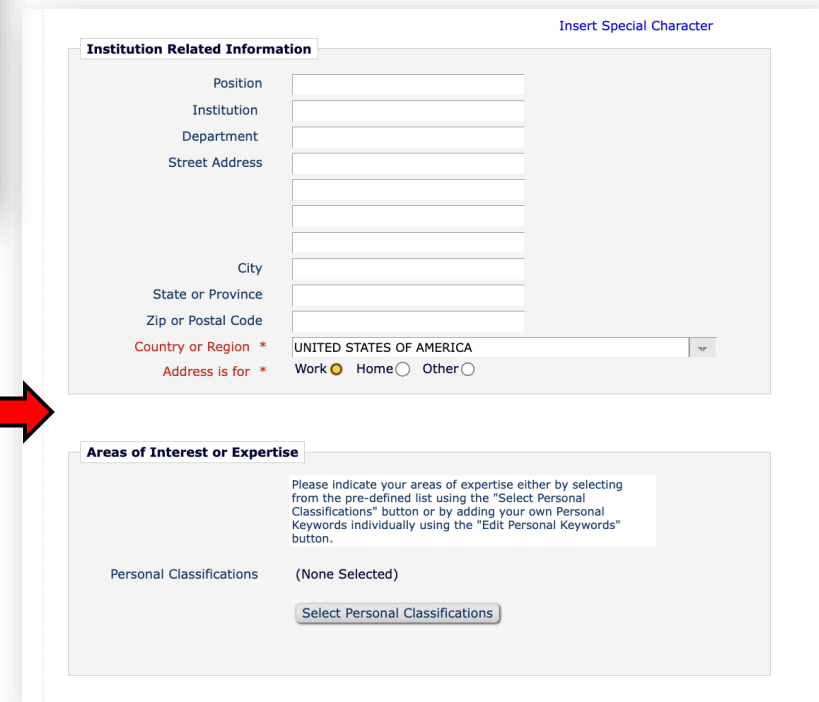
# Updating Your Profile

1. Click on the dropdown by your name in the top right corner.
2. Click “Update My Information.”



The screenshot shows the top right corner of the Patient-Centered Outcomes Research Institute (PCORI) website. A dropdown menu is open, displaying the user's profile information. The menu items are: Username, Role (Subject Matter Expert Reviewer), Site Language (English), and a link to Update My Information. A red arrow points from the 'Update My Information' link to the right.

3. Update your Institution, Areas of Interest or Expertise, and Personal Classifications

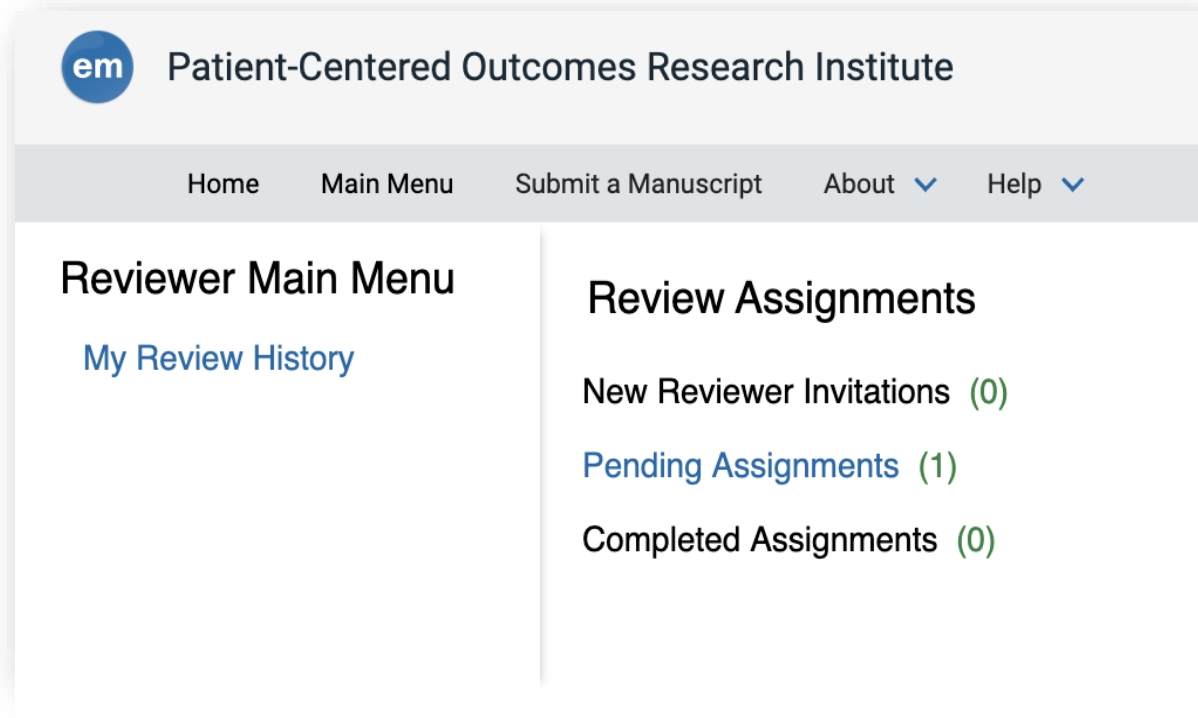


The screenshot shows the 'Update My Information' form. The form is divided into two main sections: 'Institution Related Information' and 'Areas of Interest or Expertise'. The 'Institution Related Information' section includes fields for Position, Institution, Department, Street Address, City, State or Province, Zip or Postal Code, Country or Region (set to UNITED STATES OF AMERICA), and Address is for (Work, Home, Other). The 'Areas of Interest or Expertise' section includes a text box for instructions, a 'Personal Classifications' field (set to (None Selected)), and a 'Select Personal Classifications' button. A red arrow points from the 'Update My Information' link in the previous screenshot to this form.

# Peer Track Reviewer Main Menu

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New Reviewer Invitations, Pending Assignments and Completed Assignments can be accessed from the Reviewer Main Menu.



# Accessing the DFRR

1. Click “Pending Assignments” to access reports you’ve agreed to review.
2. Click “View Submission” to view the report and reviewer form.

← Pending Reviewer Assignments

Page: 1 of 1 (1 total assignments) Results per page 10 ▾

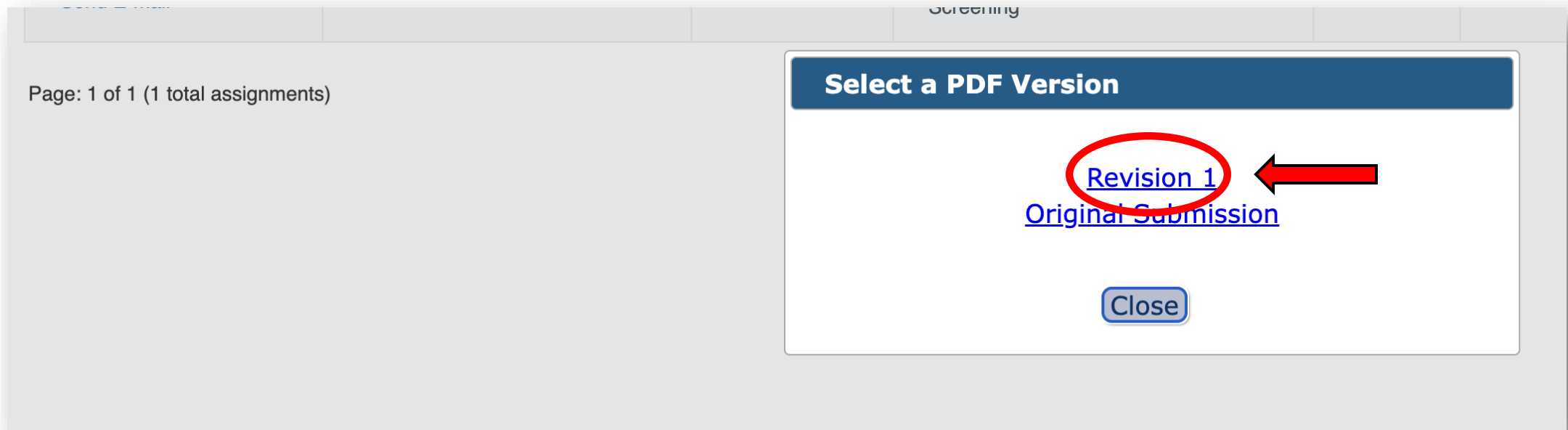
Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due
<a href="#">View Submission</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	5	[REDACTED]	Draft Final Research Report	[REDACTED]	Feb 10, 2026	Under Review	Feb 10, 2026	Feb 10, 2026	Mar 02, 2026	20

Page: 1 of 1 (1 total assignments) Results per page 10 ▾

# Viewing the Report

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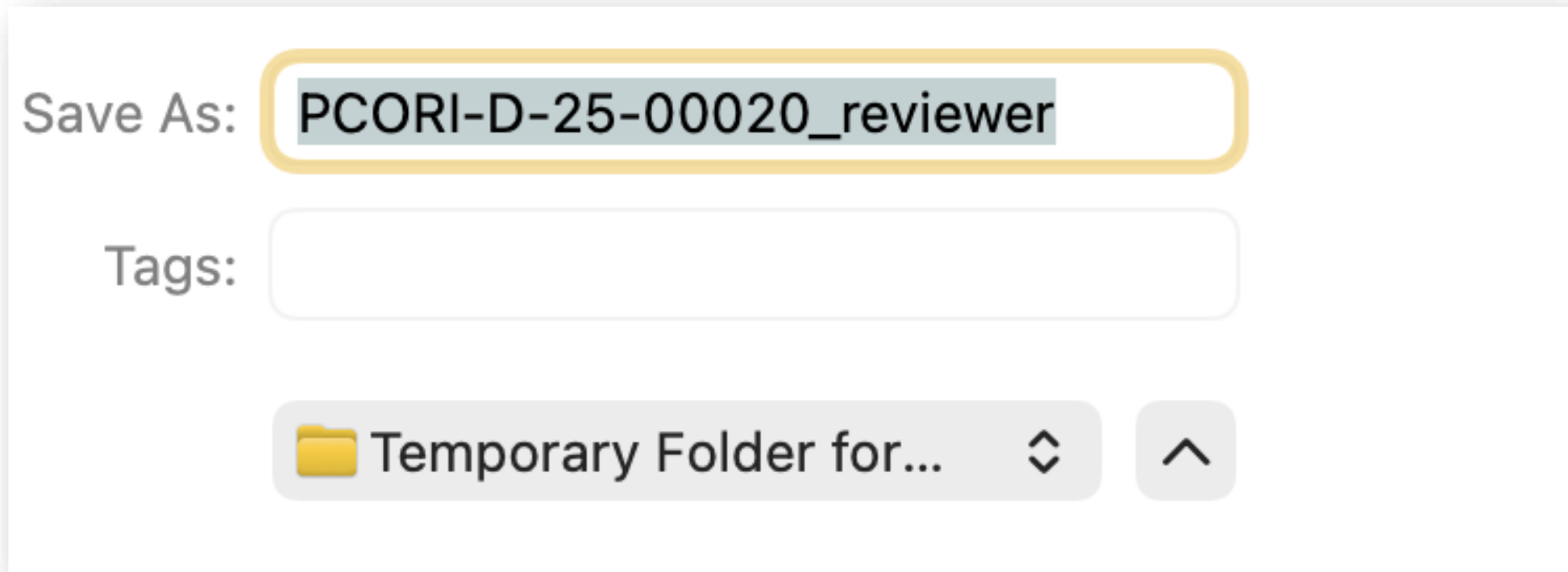
1. In the “**Select a PDF Version**” pop up box, click on the “**Revision 1**” link to download the PDF.
2. Select a location to save the DFRR PDF.



# Viewing the Report



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1. Save the PDF to a folder on your computer. “**Select a PDF Version**” pop up box, click on the “**Revision 1**” link to download the PDF.
2. **Select a Desktop location to save the DFRR PDF** (if you prefer to have a local copy of the report).
  1. Please do not save the DFRR to the cloud.



Save As: PCORI-D-25-00020\_reviewer

Tags:

Temporary Folder for...  

---

**IMPORTANT NOTE:** The DFRR PDF must be deleted once your peer review has been completed.

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# Viewing the Report | Helpful Tips



## What to Review

Clean Report

Appendices

The Clean Report begins with a title page.

You can search the DFRR for the word **“Appendix”** to take you directly to that section.

# Entering Your Comments

When you are ready, enter your reviewer comments in the Reviewer Form.

← Pending Reviewer Assignments

Page: 1 of 1 (1 total assignments) Results per page 10

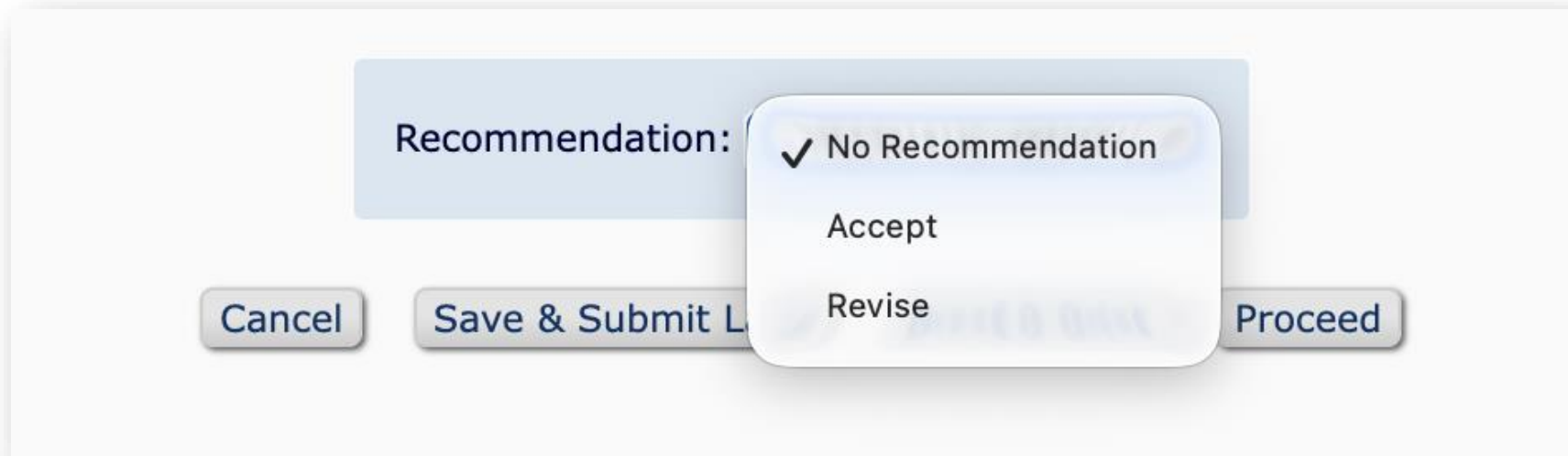
Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due
<a href="#">View Submission</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	5		Draft Final Research Report		Feb 10, 2026	Under Review	Feb 10, 2026	Feb 10, 2026	Mar 02, 2026	20

Page: 1 of 1 (1 total assignments) Results per page 10

Click the “Paste as text” button to copy/past your review comments from Word and retain formatting (bullets, bold, italics, etc.).

# Making Your Recommendation

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The screenshot shows a web form with a light blue header bar containing the text "Recommendation:". Below this bar is a dropdown menu with three options: "No Recommendation" (which is selected and has a checkmark), "Accept", and "Revise". At the bottom of the form, there are four buttons: "Cancel", "Save & Submit L...", "Proceed", and a partially visible button that appears to be "Save & Submit L...".

1. Use the dropdown button to recommend that the report should be Accepted or Revised.
2. Click "Proceed."
3. Scroll down to the Review Form.

# Making Your Recommendation

## 1. Comments to Authors

1. Responses to the first question of the Reviewer Form **are sent** to the Authors. Enter comments based on your evaluation of the report.

## 2. Confidential comments to the Editor

1. Enter any confidential comments about the report you want to share with the editor.

## 3. DFRR Rating

1. Give the report an overall rating from 1 to 4, with 4 being the highest.

## 4. Aspects of the Report that Need Additional Experts

1. Indicate if there were aspects of the report that you were unable to assess or that should be reviewed by additional experts. Please be specific.

### Review Questions

*\*Subject Matter Expert Review Form*

*Comments to the Author [sent to authors]*

Please enter your comments to the authors here: (Limit 20000 Characters)

Character Count: 0

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*Confidential Comments to the Editor [not sent to authors]*

If you have any confidential comments to the editor about this report, enter them here. (Limit 20000 Characters)

Character Count: 0

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Please give the report an overall rating from 1 to 4, with 4 being the highest.

Please select a response

- 1 – Poor/low quality, major revision recommended
- 2 – Moderate quality, moderate revision recommended
- 3 – Good quality, minor revision recommended
- 4 – Excellent quality, no recommended revisions

---

Were there any aspects of the report you were not able to assess, or that should be reviewed by additional experts? (Please specify)  
(Limit 20000 Characters)

Character Count: 0

# Making Your Recommendation

## 1. Reviewer Feedback

1. Indicate if you want to receive feedback on your review.

## 2. First Time Reviewing

1. Indicate if this was your first time reviewing a PCORI-funded DFRR.

## 3. Reviewer Training

1. Indicate which, if any, of the listed reviewer training programs you have completed.

We are considering building a feedback process for reviewers. Would you like to receive feedback on the quality of your review from the editor? This feedback will not be shared with the authors or with other reviewers.

Please select a response

Yes

No

*Comments, Questions, or Concerns [not sent to authors]*

Is this your first time reviewing a PCORI-funded draft final research report?



Which of the following reviewer training programs have you completed? (Please select all that apply.) (please select one or more)

None

American Chemical Society Reviewer Lab

AIP Publishing's engaged reviewer webinar and assessment

The BMJ Reviewer training

Clarivate/Publons Web of Science Academy

Elsevier Certified Peer Reviewer training

Sage Peer Reviewer training

Springer Nature Masterclasses peer reviewer training

Taylor & Francis Expert Peer Reviewer Training

Wiley Peer Review Training

Wolters Kluwer/Editage peer review training

Other

# Making Your Recommendation

## 1. Mentorship

1. Indicate if you are interested in participating in a mentorship program.

## 2. Overall Comments

1. Share any comments that would be helpful for future patient reviewers.

## 3. Reviewer Time Commitment

1. Indicate how many hours you spent reading and reviewing the report.

## 4. Study Design and Methods Rating

1. Give the study design and methods used in the DFRR from 1 to 5, with 1 being poor and 5 being excellent.

We are developing a mentorship program for reviewers. Would you be interested in participating, whether as a mentor or mentee?

---

Please share with us your overall comments on the process or anything you think would be helpful for future reviewers. These can relate to the review form or the report management system. (Limit 20000 Characters)

Character Count: 0

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*\*SME Reviewer D&I Questions*

*Your responses will only be shared with the PCORI Dissemination & Implementation team.*

*How many hours did you spend reading and reviewing this report? (Please enter only digits)*

---

*\*Please rate the strength and appropriateness of the study design and methods used in the project.*

Please select a response

1 (poor study design and methods)

2

3

4

5 (excellent study design and methods)

---

*\*Are the study conclusions appropriate given the methods used and the results reported?*

# Making Your Recommendation

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## 1. Rate the Importance of the Study

1. Rate the importance of the study to the field and to clinical care from 1 to 5, with 1 being not important and unlikely to make a contribution, and 5 being very important and likely to make a contribution.

## 2. Explain Your Rating

1. Provide specific details that explain your rating.

\*Please rate the importance of this study to the field and to clinical care.

Please select a response

- 1 (not important and unlikely to make a contribution)
- 2
- 3
- 4
- 5 (very important and likely to make a contribution)

\*Please explain your answers to the above questions in 2-3 sentences. (Limit 2000 Characters)

Character Count: 0

# Reviewer Conflict of Interest Form

PCORI's authorizing legislation requires every individual completing a review of a DFRR to disclose conflicts involving "association, including financial, business, or personal association, that has the potential to bias or has the appearance of biasing" one's decisions relating to PCORI.

## Identify Your Employer

1. Enter the name of your company/organization
2. Describe the nature of the relationship
  1. Employee, stockholder, etc.
3. Describe to whom it applies
  1. Self, spouse, siblings, etc.

Click the "Paste as text" button to copy/past your review comments from Word and retain formatting (bullets, bold, italics, etc.).

### \*Reviewer COI form

#### *Conflict of Interest Disclosure Form*

PCORI's authorizing legislation requires every individual completing a review of a PCORI-funded report to disclose conflicts involving any "association, including a financial, business, or personal association, that has the potential to bias or has the appearance of biasing" one's decisions relating to PCORI.

You can refer to the Disclosure Guidance [here](#).

#### *Identify Your Employer*

Name of company/organization: (Limit 2000 Characters)

Character Count: 0

Nature of relationship: (Limit 20000 Characters)

Character Count: 0

Applies to: (Limit 20000 Characters)

Character Count: 0

# Reviewer Conflict of Interest Form

## Identify Financial and Business Associations

1. Indicate if you or members of your immediate family are employed, directly own stock, or receive any other compensation from any company.

## Identify Personal Associations

1. Indicate if you or members of your immediate family have been employed by any health or healthcare-related organizations in the last 12 months.

## Certify your Conflict-of-Interest information

1. Check “Agree” to confirm the Conflict-of-Interest section is complete and accurate.

### *\*Identify Financial and Business Associations*

A financial association includes employment, honoraria, consulting fees, intellectual property royalties, stock ownership or other financial benefit from a health or healthcare related organization. (Ownership of a mutual fund that includes healthcare funds is excluded.) Disclose any organization at which you are currently employed and receiving any financial benefits, or any organization or company in which you or a family member has significant financial interest. List: 1) name of company or organization; 2) nature of relationship (e.g. employer, stock, etc.); and, 3) identify whether it applies to self, spouse, domestic partner, child (dependent or non-dependent), sibling, parent, or other.

Are you or members of your immediate family employed, directly own stock, or receive any other compensation from any company?

### *\*Identify Personal Associations*

A personal benefit includes associations that include involvement with healthcare organizations for which the individual or close relative does not receive compensation for their involvement, such as Board member, Trustee, active volunteer, reviewer, editor, recent former employer, etc. Disclose any health or healthcare-related organizations in which you are actively involved, including organizations where you were employed in the last 12 months. List: 1) name of company or organization; 2) nature of relationship (e.g. Board member, active volunteer, etc.); and, 3) identify whether it applies to self, spouse, domestic partner, child (dependent or non-dependent), parent, sibling, or other.

Have you or members of your immediate family been employed by any health or healthcare-related organizations within the last 12 months?

### *\*Certification*

By clicking the checkbox, I affirm that I have reviewed the guidance on disclosures and received a copy of PCORI's Conflict of Interest Policy and I have read, understand, and agree to comply with the policies. I also certify that, to the best of my knowledge, I have disclosed all potential conflicts of interest and agree to update my disclosures as necessary to ensure that such disclosures are complete and accurate any time I complete a review.

Select "Agree" to continue. (please select one or more)

 Agree

# Reviewer Conflict of Interest Form

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## Terms of Use

1. Agree that the Conflict-of-Interest data may be used to inform editorial considerations and for internal reporting to improve peer review activities.

### *\*Terms of Use*

I affirm that I understand and agree that PCORI and KnowledgeWorks Global Ltd., which provides peer review services to and on behalf of PCORI, may use and disclose the personal information I have submitted for purposes of carrying out peer review of research reports from PCORI-funded projects including, but not limited to, the following activities:

- To evaluate whether I have the appropriate expertise and experience to review specific draft final research reports.
- To compile and post my conflict of interest disclosure information on PCORI's website and in our Annual Report pursuant to PCORI's authorizing law. Please note that such information will be presented in a manner that does not identify which reports you reviewed.
- To conduct analyses of our peer reviewer pool and peer review processes for PCORI's quality assessment and improvement initiatives.
- To report the demographic composition of our peer reviewer pool in anonymous and aggregate format to the public.
- To conduct research on peer review using anonymous and aggregate data.

Select "Agree" to continue. (please select one or more)

Agree

# Reviewer Payment Form

## Reviewer Payment Form

1. Reviewers receive compensation for completing reviews of PCORI-funded research reports. Indicate if you would like to receive or decline compensation.

## To Receive Compensation

1. Enter your email address for the editorial office to contact you regarding payment.
2. If you declined compensation, enter "N/A."

\*Reviewer Payment Form

Reviewers receive compensation for completing reviews of PCORI-funded research reports. The peer review editorial office will contact you by email to facilitate payment.

Please select one option.

Please select a response

Yes, I would like to receive compensation for completing this review of a PCORI report.

No, I decline compensation.

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\*If you would like to receive compensation, please enter the email for the peer review editorial office to contact you regarding payment.

If you declined compensation, please enter "N/A." (Limit 2000 Characters)

Character Count: 0

# Reviewer Payment Form

PCORI peer reviewers are compensated for completing their review. Reviewers are asked to select “Yes” from the dropdown if they would like to receive compensation for their review and enter their email address for the editorial office to begin the process.

The Editorial Office will contact you at the provided email to ask if you prefer to receive compensation via ACH or have a paper check mailed to your address. You will be provided a W9 and ACH form to complete as well as a secure link to upload your files.

**View Letter**

[Close](#) [Edit and Resend](#) [Resend](#)

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**Date:** Feb 09, 2026  
**To:** "Origin Review" originreview@kwglobal.com  
**cc:** kati.taryole@kwglobal.com  
**From:** "Origin Review" originreview@kwglobal.com  
**Subject:** Compensation for Reviewing PCORI DFRRs  
**Attachment(s):** KGL EFT ACH Form\_ (2).doc

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Feb 09, 2026

Dear [REDACTED]

Thank you for agreeing to review PCORI-D-25-[REDACTED] titled [REDACTED]. As a small token of our appreciation, reviewers are compensated \$100 per completed review (unless you are a member of one of our peer review panels).

Please note that any amount received for activities related to completing reviews of PCORI reports must be declared as taxable income. If you receive \$2000 or more in compensation in a single calendar year, you will receive a 1099 reporting taxable payments. If you prefer to decline payment, kindly let us know.

To receive payment:

1. Complete a **W-9 form** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
2. Complete the **attached ACH deposit form** for direct deposit of funds; the KGL AP department may contact you to verify bank information. If you do not complete the ACH form, payment will be sent by paper check to the address on the completed W-9.
3. Upload both documents via this **secure link** [REDACTED]

Thank you for participating in the peer review process for PCORI's draft final research reports. PCORI directly connects traditional research to the practical needs and preferences of patients to improve the quality and relevance of healthcare decision-making. This approach emphasizes the importance of including the perspectives of those directly affected by healthcare decisions in the research process. As a reviewer, you strengthen the impact of that connection, ensuring the research maintains the highest level of value, quality, and integrity.

Best regards,  
Kati Taryole  
Patient-Centered Outcomes Research Institute  
Kati.Taryole@kwglobal.com

For support with peer review of PCORI-funded research reports, contact Origin Peer Review & Publishing  
originreview@kwglobal.com  
+1 (202) 984-3370

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In compliance with data protection regulations, you may request that we remove your personal registration details at any time. (Remove my information/details). Please contact the publication office if you have any questions.

[Close](#) [Edit and Resend](#) [Resend](#)

# Co-Reviewing

## What is Co-Reviewing?

Co-reviewing occurs when an invited reviewer works with a colleague, such as a trainee or student, to complete a peer review. This can provide a valuable learning opportunity while contributing to the DFRR peer review.

Both the invited reviewer and co-reviewer must follow the PCORI peer review policies. During submission, the invited reviewer will be asked to provide the co-reviewer's name and email address and disclose any conflicts of interest.

Click the “Paste as text” button to copy/past your review comments from Word and retain formatting (bullets, bold, italics, etc.).

**\*Co-Reviewing**

Reviewers may perform a joint review with a colleague (such as a trainee or student). If a joint review is submitted, both the invited reviewer and co-reviewer must adhere to the confidentiality policy.

Are you co-reviewing this report with a colleague? If no, please enter "N/A" for the following questions.

---

**\*Please enter your co-reviewer's first and last name. Enter "N/A" if there is no co-reviewer. (Limit 2000 Characters)**

Character Count: 0

---

**\*Please enter your co-reviewer's email address. Enter "N/A" if there is no co-reviewer. (Limit 2000 Characters)**

Character Count: 0

---

**\*PCORI's authorizing legislation requires every individual completing a review of a PCORI-funded report to disclose conflicts involving any "association, including a financial, business, or personal association, that has the potential to bias or has the appearance of biasing" one's decisions relating to PCORI.**

You can refer to the PCORI's Disclosure Guidance [here](#).

A financial association includes employment, honoraria, consulting fees, intellectual property royalties, stock ownership or other financial benefit from a health or healthcare related organization. (Ownership of a mutual fund that includes healthcare funds is excluded.) Disclose any organization at which you are currently employed and receiving any financial benefits, or any organization or company in which you or a family member has significant financial interest. List: 1) name of company or organization; 2) nature of relationship (e.g. employer, stock, etc.); and, 3) identify whether it applies to self, spouse, domestic partner, child (dependent or non-dependent), sibling, parent, or other.

**Enter the name of the company/organization. Enter "N/A" if none or no co-reviewer. (Limit 2000 Characters)**

Character Count: 0

**IMPORTANT NOTE:** If you have not used a co-reviewer, enter “N/A” in this section’s text fields.

# Co-Reviewing

## What is Co-Reviewing?

When co-reviewing, the invited reviewer remains responsible for the content and quality of the review, and the original review deadline still applies.

Click the “Paste as text” button to copy/past your review comments from Word and retain formatting (bullets, bold, italics, etc.).

\*Enter the nature of the relationship. Enter "N/A" if none or no co-reviewer. (Limit 2000 Characters)

Character Count: 0

\*This applies to (enter "N/A" if none or no co-reviewer): (Limit 2000 Characters)

Character Count: 0

\*Is your co-reviewer or members of their immediate family employed, directly own stock, or receive any other compensation from any company?

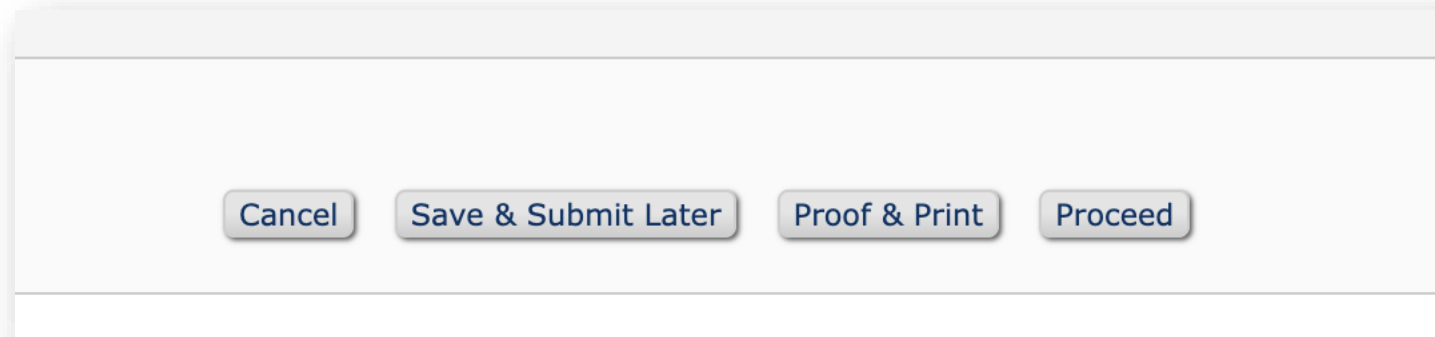
\*Has your co-reviewer or members of their immediate family been employed by any health or healthcare-related organizations within the last 12 months?

**IMPORTANT NOTE:** If you have not used a co-reviewer, enter “N/A” in this section’s text fields.

# Submitting the Review

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1. If you need to complete your reviewer form at a later date, you can click “Save & Submit Later” to save your progress.
2. Once you have completed the review form, click the “Proceed” button.



**Note:** Please do not upload or email a separate attachment (i.e., a Word document with tracked changes). All review comments must be entered into Peer Track only.

# Review Complete

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After the review is submitted, you will see a confirmation message and be returned to the Peer Track Reviewer Main Menu.

The screenshot displays a user interface for a reviewer. It is divided into two main sections. The left section, titled "Reviewer Main Menu", contains a link for "My Review History". The right section, titled "Review Assignments", lists three categories: "New Reviewer Invitations (0)", "Pending Assignments (1)", and "Completed Assignments (2)".

Section	Item	Count
Reviewer Main Menu	My Review History	
Review Assignments	New Reviewer Invitations	(0)
	Pending Assignments	(1)
	Completed Assignments	(2)

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**IMPORTANT NOTE:** The DFRR PDF **must be deleted** once your review has been completed.

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# Questions

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Please contact the editorial office at [originreview@kwglobal.com](mailto:originreview@kwglobal.com) or scan the QR Code.



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